

**Developmental Disabilities Council
Membership & Governance Committee
Minutes
October 17, 2013**

Present

Teresa Payne (Committee Chair), Erin Gollehon, John Lemus, Maria Lerma, Carol Miller, Aaron Morrow, Rachel Nemhauser, Amber Neumann, Adrian Patayon, Joy Pendergrass, Jessica Renner, Sue Searles, Jason Self

Support

Kathy Easton

Staff

Ed Holen, Linda West, Brian Dahl, Crystal Diemert, Laurie Bahr

Call to Order & Introductions

Teresa called the meeting to order and asked everyone to introduce themselves and sign the attendance sheet.

Adjusting Agenda/Approval of July 2013 Minutes

Ed proposed the Committee discuss the Council's Training and Travel Policy.

Motion: To approve the October Agenda as amended. Aaron moved and Jason seconded. The motion carried.

Motion: To approve the July 2013 minutes as written. Jason moved and Adrian seconded. The motion carried with Rachel abstaining.

Chair Training and New Member Orientation

Linda shared that the training for the new Workgroup and Committees Chairs was held Wednesday afternoon. Everyone felt the training was very helpful.

It is likely we have new members by the January Council meeting. We hope to have an orientation once the new members have been appointed.

DDC Executive Order Discussion

Ed reported he is continuing to working on a new Executive Order, the current one is out of date. He and Diana are working with Commerce and hope to have more information at the next meeting.

Memo of Understanding (MOU)/Evaluation of Designated State Agency (DSA)

Ed stated the Council needs a revised Memorandum of Understanding the current one is also out of date. The Committee agreed that we are going to request a consultant to help design the MOU. He will be sending in a request to our national association. Ed shared it could take the consultant at least three months to complete their review and make recommendations. He hopes to have a report for you in April.

Alumni Update

Linda shared the alumni group formed this last year will attending the January meeting and can hopefully attend the January Committee meeting.

Attendance Review

The Committee reviewed the attendance for the past year and found very few issues. The group discussed one or two concerns surrounding attendance and will communicate respectively with members.

Thank you/Goodbye Recognition January 2014

The Committee made plans for recognizing the members who will be rotating off of the Council during lunch at the January meeting. An invitation will be extended to Brenda's husband in her stead.

Big Picture Work Plan

The big picture work plan was reviewed and updated.

Report to Council-Teresa Payne

Teresa will report that the Committee discussed:

New Member Orientation/Workgroup & Committee
Chair Training;
Executive Order/Memo of Understanding
Discussions;
Evaluation of the Designated State Agency;
Alumni Update;
Development Day Update;
Goodbye to Members in January; and
Big Picture Work Plan Review

January 2014 Agenda

Executive Order Policy Review;
Executive Order Update;
MOU Update;
Council Charter Review;
Distributing Information about the Council
Discussion;
Travel Policy; and
Development Day Update

With that the meeting was adjourned.